



UTAH DEPARTMENT OF TRANSPORTATION LAND SALE AUCTION

Broker – Client Registration Information

BROKERS

The Utah Department of Transportation is authorized to pay commissions or finder's fees to Utah licensed real estate brokers who are the procuring cause of a sale transaction on surplus property. In order to be eligible for payment of a commission or finder's fee on a particular property, brokers must register their clients with the Utah Department of Transportation by completing the Broker - Client Registration Form and submitting it for approval prior to the auction transaction. A finder's fee of up to (3%) of the final selling price is available to qualified pre-registered brokers. The **Broker - Client Registration Form** must be filled out for each individual parcel. Forms can be found on our webpage under the auction date for the parcel you are interested in by visiting our webpage at www.udot.utah.gov/go/surplusproperty-auctions.

Finder's Fees - Terms

1. A finder's fee of up to three percent (3%) of the final selling price may be payable to a real estate broker upon the following terms:
 - a. The broker must be licensed in the State of Utah. Real estate agents may represent clients at auction; however, **payment will be made only to licensed Utah brokers.**
 - b. The signed Broker - Client Registration Form **must be received** by the Utah Department of Transportation at the address below **no later than 5:00 p.m. two (2) business days before** the auction is to be held for the identified property. The registration form can be mailed to the address below or you may email the form to udotsurplusauctions@utah.gov.
 - c. The form must be signed by both the broker and the client and must list the **property address** along with UDOT's corresponding **Pin, Project** and **Parcel Number(s)** the client is interested in purchasing. **A finder's fee will not be paid for property which is not identified on the form.**
 - d. The broker's client must be successful at purchasing the indicated property listed on the registration form.
 - e. For tax and payment purposes, the broker representing the successful bid will be required to **submit a W-9** at the close of the auction for payment purposes.
 - f. The broker **must submit an invoice** to the Utah Department of Transportation for the finder's fee being claimed. The invoice must identify the **Property Address, Sale Amount** and **UDOT's corresponding Pin, Project** and **Parcel Number**.

The invoice must be submitted no more than **five (5) business** days from the date of the auction to:

Right of Way Division
Attn: Shirleen Hancock
4501 South 2700 West
P.O. Box 148420
Salt Lake City, Utah 84114-8420
or
via email at
udotsurplusauctions@utah.gov

